

## CITIZEN'S CHARTER NO. RO10-B-05. ISSUANCE OF NON-CITES PERMIT (EXPORT/RE-EXPORT)

This permit authorizes the holder to bring out Non-CITES Wildlife from the Philippines to any other country and/or to bring out of the country the Non-CITES Wildlife which were previously imported.

<b>Office or Division:</b>	DENR Regional Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All natural born and naturalized Filipino			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Duly accomplished application form			Regional Office	
2. Documents supporting the legal possession/acquisition of wildlife			Applicant	
3. Phytosanitary Certificate (for plants) or Veterinary Quarantine Certificate (for animals) from the concerned Department of Agriculture (DA) Office			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished application form with supporting documentary requirements	1. Receive, review and forward the application to the LPDD Chief	None	45 min.	<b><i>Jhon Steve Jumawan</i></b> <i>Receiving/ Releasing Clerk</i> <i>Records Section - R.O</i>
	2. Wildlife Permitting and Utilization Section (WPUS) receive, review/evaluate and prepare Order of Payment, and forward the same to clients.	None	30min.	<b><i>Nida G. Picut</i></b> <i>WPUS Staff</i>

2. Pay to the cashier the processing fee	3. Accept fees and issue Official Receipt.	Php100.00 <b>Processing Fee</b>	15 min.	<i>Collecting Officer Credit Officer  Cashier Unit/Section</i>
	4. Further review/evaluation and prepare the Non-CITES Permit and memorandum for the Regional Executive Director (RED)'s signature	None	3 hours	<b>Reynaldo D. Labis</b> <i>Chief, WPUS</i>
	5. Review/ initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	3 hours	<b>Dario P. Barbarona</b> <i>Chief, LPDD</i>
	6. Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	3 hours	<b>Felix S. Mirasol, Jr.</b> <i>ARD - TS Regional Office</i>
	7. Sign/approve the permit and memorandum instruction	None	1 day	<b>Henry A. Adornado</b> <i>Regional Executive Director, Regional Office</i>
	8. Record and release approved permit to the applicant.	None	30 min.	<b>Early Rose J. Nilles</b> <i>Receiving/ Releasing Clerk RO LPDD</i>
3. Receive the approved permit				
<b>TOTAL:</b>		<b>Php100.00</b>	<b>1 day, 10 hours and 30 minutes</b>	